



STATE OF ALABAMA

DEPARTMENT OF FINANCE
DIVISION OF PURCHASING

INVITATION TO BID

INVITATION TO BID NO: 10-X-2217294

REQ. AGENCY : 999999
PURCHASING DIVISION
AGENCY REQ. NO. :
T-NUMBER : T490
DATE ISSUED : 04/14/10
VENDOR NO. :
VENDOR PHONE NO. :
SNAP REQ. NO. : 1437704
BUYER NAME : JENNIFER LORETZ

FOR: TONER CARTRIDGES, AFTER MARKET

BUYER PHONE NO. : (334) 242-7370-
PURCHASING PHONE NO: (334) 242-7250

BID MUST BE RECEIVED BEFORE:
DATE: 05/05/10 TIME: 5:00 PM

BIDS WILL BE PUBLICLY OPENED:
DATE: 05/06/10 TIME: 10:00 AM

TO BE COMPLETED BY VENDOR

INFORMATION IN THIS SECTION SHOULD BE PROVIDED, AS APPROPRIATE. BID RESPONSE
MUST BE IN INK OR TYPED WITH ORIGINAL SIGNATURE AND NOTARIZATION.

1. DELIVERY: CAN BE MADE _____ DAYS OR _____ WEEKS AFTER RECEIPT OF ORDER
2. TERMS: _____(DISCOUNTS ARE TAKEN WITHOUT REGARD TO DATE OF PAYMENT.)
3. PRICE VALID FOR ACCEPTANCE WITHIN _____ DAYS.
4. VENDOR QUOTATION REFERENCE NUMBER, IF ANY: _____
(THIS NUMBER WILL APPEAR ON THE PURCHASE ORDER.)
5. E-MAIL ADDRESS: _____
INTERNET WEBSITE: _____
6. GENERAL CONTRACTOR'S LICENSE NO: _____
TYPE OF G.C. LICENSE: _____

***** IMPORTANT NOTE: *****

BIDDERS MUST COMPLY WITH ALL "BID RESPONSE INSTRUCTIONS" ON PAGE 2, TO INCLUDE
ITEM 7 - COPY REQUIREMENT.

RETURN INVITATION TO BID:

US MAIL

COURIER

STATE OF ALABAMA
DEPARTMENT OF FINANCE
DIVISION OF PURCHASING
P O BOX 302620
MONTGOMERY, AL 36130-2620

STATE OF ALABAMA
DIVISION OF PURCHASING
RSA UNION BUILDING
100 N. UNION ST., SUITE 192
MONTGOMERY, AL 36104

SIGNATURE AND NOTARIZATION REQUIRED

I HAVE READ THE ENTIRE BID AND AGREE TO FURNISH EACH ITEM OFFERED AT THE PRICE QUOTED.
I HERBY AFFIRM I HAVE NOT BEEN IN ANY AGREEMENT OR COLLUSION AMONG BIDDERS IN
RESTRAINT OF FREEDOM OF COMPETITION BY AGREEMENT TO BID AT A FIXED PRICE OR TO
REFRAIN FROM BIDDING.

SWORN TO AND

FEIN OR SSN

AUTHORIZED SIGNATURE (INK)

SUBSCRIBED BEFORE ME THIS

COMPANY NAME

TYPE/PRINT AUTHORIZED NAME

_____ DAY OF _____

MAIL ADDRESS

TITLE

NOTARY PUBLIC

CITY, STATE, ZIP

TOLL FREE NUMBER

TERM EXP: _____

PHONE INCLUDING AREA CODE

FAX NUMBER

STANDARD TERMS & CONDITIONS

VENDOR NAME :

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INVITATION TO BID

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AUTHORITY:

THE DEPARTMENT OF FINANCE CODE OF ADMINISTRATIVE PROCEDURE, CHAPTER 355-4-1 EFFECTIVE DECEMBER 20, 2001 IS INCORPORATED BY REFERENCE AND MADE A PART OF THIS DOCUMENT. TO RECEIVE A COPY CALL (334)242-7250, OR OUR WEBSITE WWW.PURCHASING.ALABAMA.GOV .

INFORMATION AND ASSISTANCE TO MINORITY AND WOMEN-OWNED BUSINESSES IN ACQUIRING M/WBE CERTIFICATION MAY BE OBTAINED FROM THE OFFICE OF MINORITY BUSINESS ENTERPRISE, 1-800-447-4191.

BID (ITB) RESPONSE INSTRUCTIONS

REV: 01/14/10

1. TO SUBMIT A RESPONSIVE BID, READ THESE INSTRUCTIONS, ALL TERMS, CONDITIONS AND SPECIFICATIONS.
2. BID ENVELOPES/PACKAGES/BOXES MUST BE IDENTIFIED ON FRONT, PREFERABLY LOWER LEFT CORNER AND BE VISIBLE WITH THE BID NUMBER AND OPENING DATE. EACH INDIVIDUAL BID (IDENTIFIED BY A UNIQUE BID NUMBER) MUST BE SUBMITTED IN A SEPARATE ENVELOPE. RESPONSES TO MULTIPLE BID NUMBERS SUBMITTED IN THE SAME ENVELOPE/COURIER PACKAGE, THAT ARE NOT IN SEPARATE ENVELOPES PROPERLY IDENTIFIED, WILL BE REJECTED. THE DIVISION OF PURCHASING DOES NOT ASSUME RESPONSIBILITY FOR LATE BIDS FOR ANY REASON INCLUDING THOSE DUE TO POSTAL, OR COURIER SERVICE. BID RESPONSES MUST BE IN THE DIVISION OF PURCHASING OFFICE PRIOR TO THE "RECEIVE DATE AND TIME" INDICATED ON THE BID.
3. BID RESPONSES (PAGE 1, PRICE SHEET AND ADDENDUMS (WHEN SIGNATURE IS REQUIRED)) MUST BE IN INK OR TYPED ON THIS DOCUMENT. OR EXACT FORMAT WITH SIGNATURES BEING HANDWRITTEN ORIGINALS IN INK (PERSON SIGNING BID, NOTARY, AND NOTARY EXPIRATION), OR THE BID WILL BE REJECTED. UNLESS INDICATED IN THE BID, ALL PRICE PAGES MUST BE COMPLETED AND RETURNED. IF AN ITEM IS NOT BEING BID, IDENTIFY IT AS NB (NO-BID). PAGES SHOULD BE SECURED. THE DIVISION OF PURCHASING DOES NOT ASSUME RESPONSIBILITY FOR MISSING PAGES. FAXED BID RESPONSES WILL NOT BE ACCEPTED.
4. THE UNIT PRICE ALWAYS GOVERNS REGARDLESS OF THE EXTENDED AMOUNT. A UNIT PRICE CHANGE ON A LINE MUST BE INITIALED BY THE PERSON SIGNING THE BID, OR THAT LINE WILL BE REJECTED. THIS INCLUDES A CROSS-OUT, STRIKE-OVER, INK-OVER, WHITE-OUT, ERASURE, OR ANY OTHER METHOD CHANGING THE PRICE.
5. A "NO BID" MUST BE RETURNED TO REMAIN ON A CLASS/SUBCLASS. RETURN PAGE 1 OR NOTIFICATION PAGE MARKED "NO-BID". IDENTIFY IT ON THE ENVELOPE AS A "NO-BID". FAILING TO RESPOND TO 3 ITB'S WITHIN THE SAME CLASS/SUBCLASS WILL AUTOMATICALLY PURGE THE VENDOR FROM THAT CLASS/SUBCLASS. RESPONDING WITH 6 "NO-BIDS" WITHIN THE SAME CLASS/SUBCLASS WILL AUTOMATICALLY PURGE THE VENDOR FROM THAT CLASS/SUBCLASS. A "NO-BID" RECEIVED LATE IS CONSIDERED A NO RESPONSE.
6. THE DIVISION OF PURCHASING IS NOT RESPONSIBLE FOR MISINTERPRETATION OF DATA FAXED FROM THIS OFFICE.
7. THE DIVISION OF PURCHASING REQUIRES AN ORIGINAL AND A MINIMUM OF ONE COMPLETE EXACT COPY (TO INCLUDE SIGNATURE AND NOTARY) OF THE INVITATION-TO-BID RESPONSE. THE ORIGINAL AND THE COPY SHOULD BE SUBMITTED TOGETHER AS A BID PACKAGE. FAILURE TO MARK RESPONSES AS "ORIGINAL" AND/OR "COPY" COULD RESULT IN THE ENTIRE BID RESPONSE BEING REJECTED.
8. AN IMPROPERLY SUBMITTED BID, LATE BID, OR BID THAT IS CANCELLED ON OR BEFORE THE OPENING DATE WILL BE HELD FOR 90 DAYS AND THEN DESTROYED. THE BID MUST BE RETRIEVED DURING REGULAR WORK HOURS, MONDAY - FRIDAY, EXCEPT STATE HOLIDAYS. AFTER THE BID IS DESTROYED, THE DIVISION OF PURCHASING ASSUMES NO RESPONSIBILITY FOR THE DOCUMENT.

DISQUALIFIED/CANCELLED BID

BIDS THAT ARE IMPROPERLY SUBMITTED OR RECEIVED LATE WILL BE A RESPONSE FOR RECORD, BUT WILL NOT BE RETURNED OR A NOTIFICATION MAILED.

THE FOLLOWING IS A PARTIAL LIST WHEREBY A BID RESPONSE WILL BE DISQUALIFIED:

BID NUMBER NOT ON FACE OF ENVELOPE/COURIER PACKAGE/BOX
RESPONSES TO MULTIPLE BID NUMBERS IN SAME ENVELOPE NOT PROPERLY IDENTIFIED
BID RECEIVED LATE
BID NOT SIGNED/NOT ORIGINAL SIGNATURE
BID NOT NOTARIZED/NOT ORIGINAL SIGNATURE OF NOTARY AND/OR NO NOTARY EXPIRATION
NOTARIZED OWN SIGNATURE
REQUIRED INFORMATION NOT SUBMITTED WITH BID
FAILURE TO SUBMIT THE ORIGINAL BID AND A COMPLETE EXACT COPY

CERTIFICATION PURSUANT TO ACT NO. 2006-557

ALABAMA LAW (SECTION 41-4-116, CODE OF ALABAMA 1975) PROVIDES THAT EVERY BID SUBMITTED AND CONTRACT EXECUTED SHALL CONTAIN A CERTIFICATION THAT THE VENDOR, CONTRACTOR, AND ALL OF ITS AFFILIATES THAT MAKE SALES FOR DELIVERY INTO ALABAMA OR LEASES FOR USE IN ALABAMA ARE REGISTERED, COLLECTING, AND REMITTING ALABAMA STATE AND LOCAL SALES, USE, AND/OR LEASE TAX ON ALL TAXABLE SALES AND LEASES INTO ALABAMA. BY SUBMITTING THIS BID, THE BIDDER IS HEARBY CERTIFYING THAT THEY ARE IN FULL COMPLIANCE WITH ACT NO. 2006-557, THEY ARE NOT BARRED FROM BIDDING OR ENTERING INTO A CONTRACT PURSUANT TO 41-4-116, AND ACKNOWLEDGES THAT THE AWARDING AUTHORITY MAY DECLARE THE CONTRACT VOID IF THE CERTIFICATION IS FALSE.

SPECIAL TERMS & CONDITIONS

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INVITATION TO BID

INTENT TO AWARD

EFFECTIVE MAY 1, 2008, THE STATE OF ALABAMA - DIVISION OF PURCHASING WILL ISSUE AN 'INTENT TO AWARD' BEFORE A FINAL AWARD IS MADE. THE 'INTENT TO AWARD' WILL CONTINUE FOR A PERIOD OF FIVE (5) CALENDAR DAYS, AFTER WHICH A PURCHASE ORDER WILL BE PRODUCED. UPON FINAL AWARD, ALL RIGHTS TO PROTEST ARE FORFEITED. A DETAILED EXPLANATION OF THIS PROCESS MAY BE REVIEWED IN THE ALABAMA ADMINISTRATIVE CODE - CHAPTER 355-4-1(14).

ALTERNATE BID RESPONSE

UNLESS STATED ELSEWHERE IN THIS INVITATION-TO-BID (ITB) THE STATE OF ALABAMA WILL ACCEPT AND EVALUATE ALTERNATE BID SUBMITTALS ON ANY ITB'S. ALTERNATE BID RESPONSES WILL BE EVALUATED ACCORDING TO THE REQUIREMENTS AS ALL OTHER RESPONSES TO THIS ITB.

INTERNET WEBSITE LINK'S

INTERNET AND/OR WEBSITE LINKS WILL NOT BE ACCEPTED IN BID RESPONSES AS A MEANS TO SUPPLY ANY REQUIREMENTS STATED IN THIS ITB (INVITATION-TO-BID).

PRODUCT DELIVERY, RECEIVING AND ACCEPTANCE

IN ACCORDANCE WITH THE UNIVERSAL COMMERCE CODE (CODE OF ALABAMA, TITLE 7), AFTER DELIVERY, THE STATE OF ALABAMA HAS THE RIGHT TO INSPECT ALL PRODUCTS BEFORE ACCEPTING. THE STATE WILL INSPECT PRODUCTS IN A REASONABLE TIMEFRAME. SIGNATURE ON A DELIVERY DOCUMENT DOES NOT CONSTITUTE ACCEPTANCE BY THE STATE. THE STATE WILL ACCEPT PRODUCTS ONLY AFTER SATISFACTORY INSPECTION.

SALES TAX EXEMPTION

PURSUANT TO THE CODE OF ALABAMA, 1975, TITLE 40-23-4 (A) (11), THE STATE OF ALABAMA IS EXEMPT FROM PAYING SALES TAX. AN EXEMPTION LETTER WILL BE FURNISHED UPON REQUEST.

INVOICES

INQUIRIES CONCERNING PAYMENT AFTER INVOICES HAVE BEEN SUBMITTED ARE TO BE DIRECTED TO THE RECEIVING AGENCY, NOT THE DIVISION OF PURCHASING

BID RESPONSES AND BID RESULTS

UNEVALUATED BID RESPONSES (NOT BID RESULTS) ARE AVAILABLE ON OUR WEB SITE AT WWW.PURCHASING.ALABAMA.GOV. BID RESULTS WILL BE MADE AVAILABLE FOR REVIEW IN THE DIVISION OF PURCHASING OFFICE, BUT ONLY AFTER THE BID HAS BEEN AWARDED. WE DO NOT FAX OR MAIL COPIES OF BID RESULTS. IF A VENDOR WISHES TO REVIEW BID RESULTS IN OUR OFFICE, THEY SHOULD FAX THEIR REQUEST TO REVIEW THE BID TWO DAYS IN ADVANCE TO THE "BID REVIEW CLERK" AT (334) 242-4419. BE SURE TO REFERENCE THE BID NUMBER.

FOREIGN CORPORATION - CERTIFICATE OF AUTHORITY

ALABAMA LAW PROVIDES THAT A FOREIGN CORPORATION (AN OUT-OF-STATE COMPANY/FIRM) MAY NOT TRANSACT BUSINESS IN THE STATE OF ALABAMA UNTIL IT OBTAINS A CERTIFICATE OF AUTHORITY FROM THE SECRETARY OF STATE. SECTION 10-2B-15.01, CODE OF ALABAMA 1975. TO OBTAIN FORMS FOR A CERTIFICATE OF AUTHORITY, CONTACT THE SECRETARY OF STATE, CORPORATIONS DIVISION, (334) 242-5324. THE CERTIFICATE OF AUTHORITY DOES NOT KEEP THE VENDOR FROM SUBMITTING A BID.

BID IDENTIFICATION

REFERENCE PAGE 2, ITEM 2. DUE TO THE POSTAL SERVICE PUTTING BAR CODE LABELS ON ENVELOPES, IT CONCEALS THE BID NUMBER AND DATE IF THE VENDOR HAS WRITTEN THEM OTHER THAN THE LOWER LEFT CORNER, THEREFORE THE BID WOULD BE REJECTED FOR NOT BEING PROPERLY IDENTIFIED.

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PURPOSE:

ESTABLISH A CONTRACT FROM THE ITEMS LISTED FOR ALL STATE AGENCIES.
CONTRACT PRICES ARE AVAILABLE TO ALL LOCAL GOVERNMENTAL AGENCIES
AND SCHOOLS.

AWARD:

AWARD WILL BE MADE "ALL OR NONE" TO THE LOWEST RESPONSIBLE BIDDER
MEETING ALL SPECIFICATIONS.

EVALUATION WILL BE BASED ON THE ATTACHED TARGET LIST, LESS ANY CREDIT
GIVEN FOR RETURNED CARTRIDGES.

ASSIGNMENT OF CONTRACT:

TO ASSIGN, SUBLET OR TRANSFER ANY CONTRACT RESULTING FROM THIS
SOLICITATION, THE VENDOR'S WRITTEN REQUEST MUST BE APPROVED BY THE
STATE PURCHASING DIRECTOR.

DEFAULT:

WHEN A VENDOR DEFAULTS ON A CONTRACT/PURCHASE ORDER, THE STATE CAN
PROCURE THE GOODS OR SERVICES FROM OTHER SOURCES AND HOLD THE VENDOR
RESPONSIBLE FOR ANY EXCESS IN PRICE/HANDLING. THE VENDOR MAY BE
BARRED FROM BIDDING FOR AN INDETERMINATE PERIOD.

- 1) NON-CONFORMING/DEFECTIVE CARTRIDGES WILL BE RETURNED AT NO
COST TO THE CONTRACT USER. THE VENDOR MUST HAVE A METHOD
IN PLACE FOR RETURNING DEFECTIVE CARTRIDGES. THE VENDOR
MUST SHIP A REPLACEMENT CARTRIDGE TO THE CONTRACT USER
OVERNIGHT, AT NO ADDITIONAL COST.
- 2) THE VENDOR IS RESPONSIBLE FOR REPAIRS TO ANY EQUIPMENT
THAT IS DAMAGED DUE TO A DEFECTIVE OR SUB-STANDARD
CARTRIDGE. IF THE EQUIPMENT IS DAMAGED BEYOND REPAIR,
THE VENDOR WILL BE RESPONSIBLE FOR REPLACING THAT PIECE
OF EQUIPMENT.
- 3) THE VENDOR WILL BE RESPONSIBLE FOR PROVIDING CLEAN UP
FOR TONER SPILLS CAUSED BY DEFECTIVE OR SUB-STANDARD
CARTRIDGES.
- 4) ALL REPAIRS AND/OR CLEAN UP MUST BE PERFORMED ON-SITE. THE
AWARDED VENDOR MUST EITHER PERFORM THE REPAIRS/CLEAN UP
THEMSELVES OR PAY A THIRD PARTY DIRECTLY TO PERFORM THESE
DUTIES. THE CONTRACT USER WILL NOT BE RESPONSIBLE FOR ANY
PAYMENT OF REPAIRS, CLEAN UP OR REPLACEMENT OF EQUIPMENT AS
A RESULT OF A DEFECTIVE OR SUB-STANDARD CARTRIDGE.
- 6) SERVICE MUST BE PERFORMED WITHIN FORTY-EIGHT (48) HOURS OF
NOTIFICATION BY CONTRACT USER.

RETURN FREIGHT & STORAGE CHARGES:

THE VENDOR IS RESPONSIBLE FOR ANY STORAGE AND/OR RETURN FREIGHT
CHARGES INCURRED BY THE STATE AS A RESULT OF VENDOR'S FAILURE TO
CONFORM TO PRODUCT SPECIFICATIONS.

FREIGHT TERMS:

ALL ORDERS SHALL BE F.O.B. DESTINATION TO ANY POINT IN ALABAMA. ITEMS
WILL BE DELIVERED TO THE OFFICE OF THE ORDERING AGENCY LISTED ON THE
PURCHASE ORDER WITH ALL FREIGHT CHARGES PAID BY THE VENDOR. FREIGHT
COSTS MUST BE INCLUDED IN BID PRICES. DO NOT LIST FREIGHT ON A
SEPARATE LINE OF THE ITB OR SEPARATELY ON THE INVOICES.

FREIGHT MUST ALSO BE INCLUDED IN CORE RETURN CREDITS GIVEN, IF ANY.

CONTRACT PERIOD: (EFFECTIVE ON OR AFTER 05/31/10)

ESTABLISH A 12 MONTH CONTRACT WITH AN OPTION TO EXTEND FOR A SECOND,
THIRD, FOURTH, AND FIFTH 12 MONTH PERIOD WITH THE SAME PRICING, TERMS

SPECIAL TERMS & CONDITIONS

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AND CONDITIONS. THE SECOND, THIRD, FOURTH, OR FIFTH 12 MONTH PERIOD, IF AGREED BY BOTH PARTIES, WOULD BEGIN THE DAY AFTER THE FIRST, SECOND, THIRD, OR FOURTH 12 MONTH PERIOD EXPIRES. ANY SUCCESSIVE EXTENSION MUST HAVE WRITTEN APPROVAL OF BOTH THE STATE AND VENDOR NO LATER THAN 30 DAYS PRIOR TO EXPIRATION OF THE PREVIOUS 12 MONTH PERIOD.

REQUESTED INFORMATION:

ANY ADDITIONAL INFORMATION REQUESTED FROM A VENDOR MUST BE FURNISHED WITHIN FIVE (5) DAYS FROM RECEIPT OF REQUEST.

BIDDABLE SITUATION:

BIDS MAY BE SOLICITED FOR ANY PRODUCT INCLUDED IN THIS CONTRACT WHERE AN IMMEDIATE/EMERGENCY NEED EXISTS, INCLUDING LARGE QUANTITIES. THE DECISION OF THE PURCHASING DIRECTOR AS TO WHAT CONSTITUTES A BIDDABLE SITUATION SHALL BE FINAL AND SHALL NOT BE CONSTRUED AS A BREACH OF CONTRACT.

QUANTITY:

THE EXACT QUANTITY OF EACH ITEM IS UNKNOWN. THE DIVISION OF PURCHASING DOES NOT GUARANTEE THE STATE WILL BUY ANY AMOUNT. ORDERS WILL BE PLACED BY AGENCIES AS NEEDED AND GIVE COMPLETE SHIPPING INSTRUCTIONS.

VENDOR REFERENCES:

VENDOR MUST INCLUDE A MINIMUM OF THREE REFERENCES WITH THEIR BID.

FAILURE TO PROVIDE REFERENCES MAY RESULT IN THE BID BEING REJECTED.

#1	COMPANY NAME	_____
	ADDRESS	_____
	CONTACT PERSON	_____
	PHONE NUMBER	_____
#2	COMPANY NAME	_____
	ADDRESS	_____
	CONTACT PERSON	_____
	PHONE NUMBER	_____
#3	COMPANY NAME	_____
	ADDRESS	_____
	CONTACT PERSON	_____
	PHONE NUMBER	_____

SAMPLES:

SAMPLES MAY BE REQUESTED FOR EVALUATION AND MUST BE FURNISHED WITHOUT CHARGE TO THE STATE.

***** SPECIFICATIONS *****

CARTRIDGE PARTS MUST BE NEW AND UNUSED TO INCLUDE THE WIRES, GEARS, SCREWS, BLADES, DRUMS AND ALL OTHER COMPONENTS OF THE CARTRIDGE, EXCEPT THE CORE (AKA OUTER CORE, SHELL, PLASTIC HOPPER). ALL CARTRIDGES MUST CONTAIN NEW TONER.

ANY CARTRIDGE THAT CONSISTS OF USED PARTS, OTHER THAN THE CORE, WILL BE REJECTED AS NON-COMPLIANT.

***** ADDITIONAL INSTRUCTIONS *****

- 1) BIDDERS MUST ATTACH TO THE BID, A WRITTEN STATEMENT FROM AN INDEPENDENT 3RD PARTY LAB THAT SHOWS THAT THE BIDDER MEETS INDUSTRY STANDARDS FOR PROVIDING AFTER MARKET CARTRIDGES OR THE BID SUBMISSION WILL BE REJECTED.
- 2) BIDDERS SHOULD ATTACH WITH THE BID, A BRIEF OVERVIEW OF THE MANUFACTURING PROCESS IN WHICH THEIR CARTRIDGES ARE MADE.

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- 3) CREDITS TO BE GIVEN TO USERS FOR RETURNING USED CARTRIDGES MUST BE LISTED IN THE COLUMN PROVIDED ON THE ATTACHED TARGET LIST. IF THERE WILL NOT BE ANY CREDIT GIVEN, A ZERO (0) SHOULD BE ENTERED IN THAT SPACE.

CONTRACT USERS, DEPENDING ON INTERNAL POLICY, MAY OR MAY NOT RETURN USED CARTRIDGES FOR CORE CREDIT.

THE AWARDED BIDDER MUST ISSUE THE CREDIT FOR THE RETURNED USED CARTRIDGES ON THE SAME INVOICE AS THE CURRENT ORDER OF AFTER MARKET CARTRIDGES. PRICES SHOULD BE LISTED AS PER THE BID PRICE AND THEN SHOW THE CREDIT FOR THE RETURNED CORES SEPARATELY.

THE AWARDED BIDDER WILL BE RESPONSIBLE FOR THE FREIGHT ON CORE CREDIT RETURNS AND MUST PUT A METHOD OF RETURN IN PLACE FOR THE RETURNED CARTRIDGES.

ONLY ONE CORE CREDIT WILL BE ALLOWED FOR EACH AFTER MARKET CARTRIDGE ORDERED OF THE SAME CARTRIDGE NUMBER.

- 4) BIDDERS MAY ATTACH A LIST OF OTHER AFTER MARKET CARTRIDGES THEY CAN SUPPLY IN ADDITION TO THE ATTACHED TARGET LIST OF CARTRIDGES. ADDITIONAL CARTRIDGES OFFERED MUST MEET THE SAME TERMS, CONDITIONS AND SPECIFICATIONS AS THE TARGET LIST.

LIST OF ADDITIONAL CARTRIDGES THAT MAY BE SUPPLIED MUST BE IN THE SAME FORMAT AS THE ATTACHED TARGET LIST OR THE ADDITIONAL CARTRIDGES LIST MAY NOT BE CONSIDERED.

THE SUBMITTED LIST OF ADDITIONAL CARTRIDGES MAY BE UPDATED AT THE TIME OF CONTRACT RENEWAL TO INCLUDE ANY NEW CARTRIDGES THAT HAVE BECOME AVAILABLE IN THE PRIOR TWELVE (12) MONTHS.

DOCUMENTATION MUST BE SENT WITH THE LIST TO SHOW THAT THE PRINTER FOR WHICH THE CARTRIDGE IS USED HAS ONLY BECOME AVAILABLE IN THE PRIOR TWELVE (12) MONTHS. CARTRIDGES AVAILABLE NOW BUT NOT BID ON IN THE BASE LIST OR ATTACHED BY THE VENDOR AT THE TIME OF BID MAY NOT BE ADDED AT A LATER DATE.

PRICE SHEET

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INVITATION TO BID

LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED AMOUNT
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UNLESS SPECIFIED OTHERWISE BELOW:

SHIP TO: R1 /

STATEWIDE

00001 COMMODITY CODE: 962-85-089576
TONER CARTRIDGE, AFTER MARKET
PER SPECIFICATION T490A

1 LOT

***** PRICING INSTRUCTIONS *****
BIDDERS MUST COMPLETE PRICING ON THE
ATTACHED LIST AND RETURN THE LIST WITH
THE ITB.

THE QUANTITY FOR EACH CARTRIDGE AND EACH
CORE RETURN CREDIT IS ONE (1).

THE COST FOR ONE OF EACH CARTRIDGE, THE
CORE CREDIT, IF ANY, AND THE DIFFERENCE
BETWEEN THE COST OF THE CARTRIDGE LESS
THE CORE CREDIT MUST BE ENTERED ON THE
ATTACHED TARGET LIST. ALL COLUMNS
SHOULD BE TOTALED. THE TOTAL FIGURE FOR
COST LESS CREDIT SHOULD BE ENTERED IN
THE "UNIT PRICE" AND "EXTENDED AMOUNT"
WITHIN THE PRICING SECTION OF THIS ITB.

ALL QUESTIONS CONCERNING THIS BID SHOULD
BE EMAILED TO THE BUYER:
JENNIFER.LORETZ@PURCHASING.ALABAMA.GOV

PAGE TOTAL

BID TOTAL